


Oh Files 11

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Files Reduction

STAT	FROM	EXTENSION		NO.	OL 4082-88	
STAT STAT	C/IMSS/OL			DATE	04 August 1988	
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED			
STAT	1. C/P&TS/OL					
STAT	2. C/PMS/OL					
STAT	3. C/SS/OL					
STAT	4. C/B&FB					
	5. C/FMD/OL 3E14 Hqs					
	6. C/P&PG/OL 158 P&P Bldg					
STAT	7. C/ACG/OL					
STAT	8. C/RECD/OL					
STAT	9. C/SD/OL					
	10.					
	11.					
	12.					
	13.					
	14.					
	15.					

4 AUG 1988

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Group, OL
Chief, Agency Contracts Group, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

FROM: Chief, Information and Management Support
Staff, Office of Logistics

SUBJECT: OL Files Reduction

1. As we move through the remaining portion of the Fourth Quarter of FY-1988, we in OL have a unique opportunity to achieve a most challenging OL milestone accomplishment--a 10% net reduction in OL total file holdings in FY-1988.

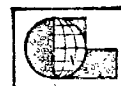
2. For your information, Attachment A provides a summary of OL component file reductions during the first three quarters of FY-1988. It concludes that OL has reduced files by 20.5% during the first three quarters. That is an excellent accomplishment thus far and you are to be commended for these efforts.

3. However, our goal of a 10% net reduction of total OL file holdings includes the net result of files reduced and files created during FY-1988. Accordingly, you are encouraged and requested to make an extra effort to maximize your files reduction during the Fourth Quarter so that we as an Office can achieve this goal.

STAT

Attachment

OL-4082-88



ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: File Reduction

Distribution:

- 1-9 - Addressees
- 1 - OL Reader
- 1 - OL Files
- 1 - IMSS Chrono
- 1 - IMSS Official

STAT

OL/IMSS/MN:bp/4Aug88

FY88 FILES REDUCTION IN THE OFFICE OF LOGISTICS

Div	Cubic Feet of Record Holdings as 1 Oct 87	(First Quarter)		(Second Quarter)		(Third Quarter)		(Fourth Quarter)		Total % Reduced
		Destroyed	Retired	Destroyed	Retired	Destroyed	Retired	Destroyed	Retired	
NBPO*	338	0	0	0	0	0	0			
P&TS	180	5	0	17	0	23 1/2	0			
PMS	227	4	0	6	0	3	0			
SS	84	4	0	6	0	7	0			
B&FB	203	82	0	75	0	27 1/2	0			
FMD	943	8	0	60 1/2	0	33 1/2	0			
P&PG	831	10	0	22	0	13	0			
ACG	562	0	55	35	59	13	36			
RECD	156	0	0	11	6	50	0			
SD	1769	12	320	24	3	36	0			
IMSS	<u>150</u>	<u>11</u>	<u>10</u>	<u>5</u>	<u>2</u>	<u>20 1/4</u>	<u>0</u>			
TOTAL	5443	136	385	261 1/2	70	226 3/4	36			
Total Destroyed		624 1/4								
Total Retired		491								

STAT